

Parking Policy for Dole Street – revised 6/3/04

Background:

In the past few years, the size of the Center Staff has more than doubled. As a result, our parking lot is unable to accommodate all staff assigned to Dole Street let alone staff and visitors from other locations. While we would like to be able to provide everyone parking, this is impossible given the number of people who would like to park here and the size of our lot. Additionally, despite repeated reminders about parking rules, staff would probably be surprised to learn of the number of repeated violations and of the amount of time spent by staff on dealing with parking issues. Plans are underway to find additional office/lab space to help relieve our overcrowding and this may help ease our parking problems. At that time, we will review our policy to see if it can be relaxed. Unfortunately, in the mean time, we find it necessary to revise the rules for parking at Dole Street as follows. We appreciate your cooperation in observing these rules.

Who May Park at Dole Street:

Parking at Dole Street is a benefit for regular staff who are assigned to Dole Street. Eligible staff will be issued a NOAA parking sticker which must be displayed on their vehicle.

Regular staff from other locations (Kewalo, PIRO, Council, Port Office, other NOAA components) may not park in the lab and should use parking script to pay for business related parking at the University of Hawaii visitor parking lots. Parking script can be obtained as follows:

CRED: Tanya Maiava

FBSAD: Lynne Nakamura

FMSED: Tiffany Gore

PSD: Jan Kamiya

DO: Sheila Matsukawa

EOD: Sheila Matukawa (temporarily)

OMI: Cheryl Kaine, Bonnie Oshiro, Sandy Tanaka

(PIRO, Council, Port Office may obtain from DO or OMI or may claim reimbursement on a local travel voucher).

Student Assistants, interns, volunteers, and temporary/seasonal staff housed at Dole Street are not permitted to park at Dole Street and are not eligible to use parking script.

UH Parking Script/One Day Parking Passes

Parking script has a cash value of \$1/ticket. As of June 2004, parking is \$3.00 per entry. Tickets are available in booklets of 40 tickets each. Each division will be responsible for purchasing and maintaining usage records for parking script. Availability of parking for those using script is on a space available basis (same as cash). The parking structure and on-campus parking lots are often full during finals week and other busy times of the year.

Use of script will require some advance planning because the script must be rendered at the time of entry. Divisions should send script to their visitors ahead of time.

If you have advanced notice on parking needs for large groups of people for training, conferences, etc it is advisable for you to arrange for the purchase of one day parking passes for your group. One day passes cost the same (\$3.00/ea) but must be arranged for with a specific date in mind. The benefit to one day parking passes over the use of parking script is that the pass ensures you will be allowed to park in the designated zone, even if the visitor lots are full. Another advantage to one day passes is that they have in-and-out privileges. To arrange for one day parking passes, have your division's administrative support person contact the JIMAR office. To ensure your parking passes are received in time, allow one week for processing.

Visitor Parking

Due to the limited availability of parking for staff, visitor parking is not permitted at Dole Street. Staff should instruct visitors to utilize street parking or the University of Hawaii visitor parking lots. Supervisors may authorize the distribution of parking script for visitor parking at the University of Hawaii. It is the responsibility of those hosting visitors to notify them in advance of the Center parking policy and to make arrangements for distribution of script, if applicable, as well as to remind them to allow extra time in their travel schedule to find parking and arrive at the Center.

Information on visitor parking and shuttle service can be found on our Intranet at <http://intra.swfc2.nmfs.gov/admin/ParkingRules.pdf> or on the PIFSC Internet Home Page <http://www.pifsc.noaa.gov>.

Vendor/Other Parking

Vendors performing work at the Center will be allowed to park at Dole Street (i.e., repairmen, instructors, etc.). Invited speakers

(seminars), Congressional Staff or other dignitaries may be issued temporary passes.

Double Parking

Due to the limited number of parking stalls available for staff, double parking is often required. In order to reduce frustration and difficulty that can arise due to double parking, please comply with the following rules:

- 1) Never leave the premises when you are double parked unless you have made arrangements with the person you are blocking.
- 2) Always leave a note on your dashboard to indicate a number at the Center where you can be reached.
- 3) If you plan to be away from your desk i.e., lab, library or conference room for an extended period, please make this information available.
- 4) Try to avoid double parking across from the East West Center stalls. If you must double park in this area, try to get your vehicle as close to the Center's stalls as possible.
- 5) Double parking in the Annex II (back) lot are is never permitted.

The Admin staff will not maintain keys or move double parked cars.

Parking List

A roster which lists all staff cars and their license plate number and NOAA parking sticker number is posted on the bulletin board outside the administration office and an excel file is available on the PIFSC intranet: <http://intra.swfc2.nmfs.gov/admin/ParkingList.xls>

If you need to check on a double parked vehicle, check this list first. If you cannot find the vehicle information on the list, then check with the administrative office. Employees who get new cars must notify Cheryl ASAP so this information can be recorded and the list updated. Be sure to check in with Cheryl even with short term changes (rental car, borrowing a friend/family member's car, etc).

Overnight Parking

Overnight parking is not allowed.

Restricted Parking areas

- 1) Only PIFSC government vehicles are to park in our covered garage areas.
- 2) The first stall behind Annex II (closest to the East West Center) is reserved for our government van and is marked "reserved".

Non government vehicles found parked in areas designated for a government vehicle will be towed.

- 3) Do not park in the red zone in front of the library.
- 4) Do not park in the Director's stall which is clearly marked "reserved"
- 5) Do not park in the area behind Annex II where it says "No parking".
- 6) Do not park in the handicapped parking stall unless you have the appropriate pass/placard/license plate.

Towing

We will tow under the following circumstances:

- 1) If we cannot identify a vehicle.
- 2) If you are blocking another vehicle that needs to move and cannot be contacted.
- 3) If your vehicle is parked here but you are on travel or leave status.
- 4) If you are parked in a manner which obstructs the flow of traffic in the parking lot.
- 5) If you are in violation of any of the rules outlined above.

If you have any questions about parking, please contact Susan Kamei x5353